

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **MONDAY 12 November 2018 at 7.00 pm at WEST SWINDON LIBRARY**

### **Present:**

Cllr Nigel Gibbons (Chair)  
Cllr Nick Martin (Vice Chair)  
Cllr Mary Martin  
Cllr John Lenton  
Cllr Vinay Kumar

### **Officers:**

Leanne Curtis (Assistant Clerk)

**Public:** One.

### **Public Participation:**

A resident asked for an update on the Grounds Maintenance contract. The Chair stated that a meeting planned for next week to progress it.

A resident asked why was Agenda items 4 (Budget Update) and 5 (Recruitment Update) not in the public domain? The Chair explained that the budget is still in draft format and would be shared in the public domain at a later date, and that the agenda item *Recruitment Update* was to look at the contract for the Parish Manager, and the details were private and confidential.

Meeting start 7.05 pm.

### **187. Apologies**

Cllr Prakash Khaitan  
Cllr Tim Swinyard

### **188. Declarations of Interest and Applications for Dispensation**

None.

### **189. Bank Statement and Payments Schedule**

The Assistant Clerk circulated a Bank Statement for October 2018, a copy of which appears as **Appendix A** in the Minute Book and a Payments Schedule for November 2018, a copy of which appears as **Appendix B** in the Minute Book setting out nine payments totalling **£150,424.72** as follows:

<b>Office Salary</b>	£999.25	Office salary
<b>Royal British Legion</b>	£20.00	Remembrance Wreath
<b>Swindon Borough Council</b>	£9,000.00	Office Lease Annual Payment

<b>Swindon Borough Council</b> <i>(Retrospective)</i>	£133,278.60	Streetsmart Services Quarterly Payment 2
<b>Swindon Borough Council</b> <i>(Retrospective)</i>	£5,943.67	Library Grant Quarterly Payment 2
<b>Doughty Software</b> <i>(Retrospective)</i>	£240.00	Web Hosting
<b>DM Rummings</b> <i>(Retrospective)</i>	£576.00	Wild Meadow Cut
<b>Michaels Workwear</b> <i>(Retrospective)</i>	£212.40	Volunteer Hi Viz Vests
<b>Xerox Finance</b>	£154.80	Photocopier Lease

**RECOMMENDED** that the Payments Schedule for November of nine payments totalling **£150,424.72** be approved.

**Admission of Public and Press** In accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’, the public were asked to leave the meeting.

**190. Budget Update**

A sub group of the Finance and Staffing Committee met and reviewed the draft budget for 2019/20, a proposal will be taken to a future meeting of Full Council.

**191. Recruitment Update**

The Finance and Staffing Committee discussed matters around the Parish Manager contract template, this will now be taken to Full Council with a recommendation to proceed.

**Date of next meeting: Wednesday 5<sup>th</sup> December 2018 7.00 pm**

Meeting closed: 7.32 pm

Signed: .....  
Chair, West Swindon Parish Council

Date: .....